

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 1, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 1, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). The Chair Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the Agenda.*

**INTRODUCTION**

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

**TOPICS OF AGENDA**

***Announcements***

New Scribe – The new Anteon assigned scribe for this committee is Erin Scheffler. Mr. Sotomayor had distributed the contact information. He welcomed Ms. Scheffler to the committee.

***Agenda Repair***

Mr. Sotomayor allocated time to discuss a change, proposed by Dr. Faust Parker, to the Technical Training disciplines for biological analyses.

***Status of Action Items***

- Mr. Sotomayor distributed a draft of the detailed NELAC 8 agenda for discussion and approval at this meeting.
- Mr. Sotomayor forwarded information on candidates to fill the Committee's future vacancy.
- Ms. Uhlfelder and Mr. Sotomayor distributed another draft of the consolidated Appendix C for discussion at this meeting.

***Approval of April 3, 2002, and April 17, 2002, Minutes***

The minutes were approved and accepted as written.

### ***Technical Training Disciplines: Biological***

Dr. Parker re-conceived the list of subjects under “biological” disciplines to reflect better the needed training for assessors evaluating this field of accreditation. He proposed changing the list to: whole effluent toxicity, sediment toxicity testing and variants, soils toxicity testing, specialized toxicity testing, and taxonomy and community structure. The committee agreed to submit the changes crafted by Dr. Parker for consideration at NELAC 8.

### ***Membership Issues***

The committee came to an agreement regarding the new member for the On-Site Assessment committee. Mr. Sotomayor will contact the individual to verify acceptance of the nomination and then will ask Ms. Silky Labie to send an appointment letter.

### ***Final Draft of Appendix C***

The committee reviewed in detail the draft of Appendix C. Additional changes were suggested and Ms. Uhlfeder captured them for inclusion in the final document. The suggested changes were mainly editorial.

### ***NELAC 8 OSA Session Agenda Draft***

Mr. Sotomayor sent out the agenda draft for all members to review. Ms. Mimi Uhlfelder will not be able to attend the NELAC 8 conference, therefore, Mr. Daniel Hickman will be Ms. Uhlfelder’s replacement for her presentation.

The committee agreed to present changes to Sections 3.2.3.2 (Biological Technical Disciplines for Assessor Training), Section 3.4.5 (Confidential Business Information), and a new Appendix C (Minimum Elements for Accrediting Authorities Standard Operating Procedures for On-Site Assessments) at NELAC 8.

The NELAC 8 Agenda was approved and Mr. Sotomayor will submit the corrected draft to Anteon and Mr. Ed Kantor.

### **NEXT STEPS**

The next steps are captured in the list of Action Items in Attachment C.

### **ADJOURNMENT**

There being no other issues to discuss, the meeting was adjourned.

**NEXT TELECONFERENCE**

The next teleconference is scheduled for May 15, at 1:00 p.m., EDT.

**AGENDA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 1, 2002**

1:00 -- 1:05	Call-In/Roll Call -- Welcome New Scribe: Erin Scheffler
1:05 -- 1:10	Agenda Repair  Status of Action Items  Approval of Past Minutes
1:10 -- 1:30	Membership Issues
1:30 -- 2:20	Final Draft; Appendix C
2:20 -- 2:25	NELAC 8 OSA Session Agenda Draft
2:25 -- 2:30	Next Steps/Adjournment

**ACTION ITEMS**  
**ON-SITE ASSESSMENT COMMITTEE MEETING**  
**MAY 1, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1		Send detailed NELAC 8 Agenda and associated documents to Mr. Ed Kantor, and Anteon (Sotomayor)	05/01/02
2		Submit membership nominations to Ms. Jeanne Hankins and Ms. Silky Labie. (Sotomayor)	05/01/02
3		Delete "Method Checklists" from NELAC website. (Webmaster)	05/10/02
4		Develop a form to solicit assessor concerns with the NELAC Standards.	05/15/02

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 1, 2002**

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